



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
PUBLIC SAFETY MANAGER OF FLEET OPERATIONS

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on the current exam certification list**

**Location:** Colchester

**Job Posting No:** 88341

**Salary:** \$81,033 – 110,494 (MP 64) (New hires to state employment start at the minimum salary range)

**Closing Date:** **Monday, March 31, 2014**

In the Department of Emergency Services and Public Protection this class is accountable for directing the Public Safety Fleet Administration Unit.

**Eligibility Requirement:** **Candidates must have applied for and passed the PUBLIC SAFETY MANAGER OF FLEET OPERATIONS exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:**

Directs staff and operations of the Public Safety Fleet Administration Unit; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in development of related policy; manages the acquisition, use, inspection, maintenance and disposition of fleet vehicles; provides specifications for high tech electronics for vehicles; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of unit budget; maintains contacts with individuals both within and outside of unit who might impact on program activities; conducts periodic review of maintenance, repair and replacement practices as well as conducts a periodic review of vehicle use; coordinates purchases of vehicles through the Department of Administrative Services; maintains records of cost and performance data; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of the required uses of fleet vehicles; considerable knowledge of the principles utilized in the use and management of a large motor vehicle fleet; considerable knowledge of the method of vehicle maintenance; knowledge of repair and modification of electronic, electromechanical equipment and devices; knowledge of and ability to apply management principles and techniques; knowledge of relevant state and federal laws, statutes, and regulations; considerable interpersonal skills; oral and written communication skills.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, two (2) letters of professional references from current and/or previous supervisors and a CT-HR/12 (State Application) & CT-HR/13 (addendum). State employees must submit their two most recent performance appraisals in lieu of references by **\*Monday, March 31, 2014, close of business to:**

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Lucy Manente, Human Resources Specialist**  
**Fax: (860) 685-8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**